

DO'S AND DON'TS ON THE USE OF THE GOVERNMENT TRAVEL CARD

DO'S

- DO USE THE GOVERNMENT TRAVEL CARD TO PAY FOR OFFICIAL TRAVEL EXPENSES ONLY.**
- DO OBTAIN TRAVEL ADVANCES FOR OFFICIAL TRAVEL THROUGH AN ATM.**
- DO TRACK YOUR EXPENSES WHILE ON TRAVEL SO YOU HAVE ACCURATE INFORMATION FOR FILING YOUR TRAVEL CLAIM.**
- DO FILE YOUR TRAVEL CLAIM WITHIN 5 DAYS AFTER YOU COMPLETE YOUR TRIP OR EVERY 30 DAYS IF YOU ARE ON CONTINUOUS TRAVEL.**
- DO REVIEW YOUR MONTHLY STATEMENT CAREFULLY TO ENSURE THAT ALL CHARGES SHOWN WERE MADE BY YOU.**
- DO FOLLOW CITIBANK'S DISPUTE PROCESS FOR CHARGES WHICH ARE INCORRECT.**
- DO SUBMIT PAYMENT IN FULL TO CITIBANK FOR EACH MONTHLY BILL.**
- DO CONTACT CITIBANK'S CUSTOMER SERVICE (1-800-790-7206) IF YOU HAVE QUESTIONS ABOUT YOUR MONTHLY BILL.**
- DO BE AWARE THAT MISUSE OF THE CARD OR DELINQUENCY COULD RESULT IN DISCIPLINARY ACTIONS BY YOUR BUREAU.**

DON'TS

- DON'T USE YOUR GOVERNMENT TRAVEL CARD FOR PERSONAL USE.**
- DON'T OBTAIN TRAVEL ADVANCES THROUGH THE ATM WHICH EXCEED YOUR EXPECTED EXPENDITURES FOR A TRIP.**
- DON'T OBTAIN TRAVEL ADVANCES THROUGH THE ATM UNLESS YOU ARE ON TRAVEL OR WILL BE ON TRAVEL SHORTLY.**
- DON'T ALLOW YOUR MONTHLY BILL TO BECOME OVERDUE.**
- DON'T WAIT FOR RECEIPT OF YOUR MONTHLY BILL TO FILE YOUR TRAVEL CLAIM.**
- DON'T FORGET THAT THE CARD IS ISSUED IN YOUR NAME AND LIABILITY FOR PAYMENT IS YOUR RESPONSIBILITY.**
- DON'T MAKE LATE PAYMENTS BECAUSE THIS COULD RESULT IN SUSPENSION OR CANCELLATION OF YOUR CARD.**

FAILURE TO PAY YOUR MONTHLY BILL WILL RESULT IN THE LOSS OF YOUR CHARGING PRIVILEGES. IF YOUR CARD IS SUSPENDED, YOU WILL BE UNABLE TO USE IT UNTIL PAYMENT IS RECEIVED BY CITIBANK. IF YOUR CARD IS CANCELLED DUE TO NON-PAYMENT, YOUR DELINQUENCY MAY BE REPORTED TO CREDIT BUREAUS, REFERRED TO COLLECTION AGENCIES, OR LEAD TO OTHER COLLECTION ACTIONS.